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| Accelerated SAP | | BUSINESS PROCESS PROCEDURE | |
| State of Utah | Organization/Area: EUP Category: | Payroll Department Reports – Cumulated Time Evaluation Results | |
| File Name: | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Cumulated Time Evaluation Results.doc | Release: | R/3 4.6C |
| Responsibility: | Dept and/or role of responsible person(s) Time Entry Administrator | Status: | Issued: 7/22/2002 Revised: 1/22/2003 |

Overview

Trigger:

Someone wants a report of time that has been evaluated for payroll processing for a given employee or group of employees. This report includes time entered, system generated time, (for employees in auto pay status), and any overtime or comp time that may result from the hours entered. *This report does not include non-time related pay such as incentive awards, mileage reimbursements, direct entry overtime etc. These pay types are shown on the time sheet detail report.*

| Business Process Procedure Overview |
|--|
| After time sheet data is entered and approved, it must be evaluated for payroll processing. The evaluation process calculates overtime and all leave accruals based on state rules. Automatic work-time pay is also calculated based on the daily work schedule of employees in time management status 9, (Auto Pay), Entering the employee's number or the organization key for a group of employees selects the employees whose evaluated time can be viewed. Once selected, the evaluated time for each employee is displayed in detail by day or in summary by pay period. |

| Input – Required Fields | Field Value |
|-------------------------|--|
| PP number & year | Pay period and year for which evaluated time is to be reported |
| PP Begin & End Date | Dates of period for which evaluated time is to be reported (May be used instead of PP number & year) |
| Org key | The Agency, Low org and Distribution codes of employee groups |
| Personnel Number | Employee Identification Number of specific employee |
| | |

Procedural Steps

1.0 Access transaction by:

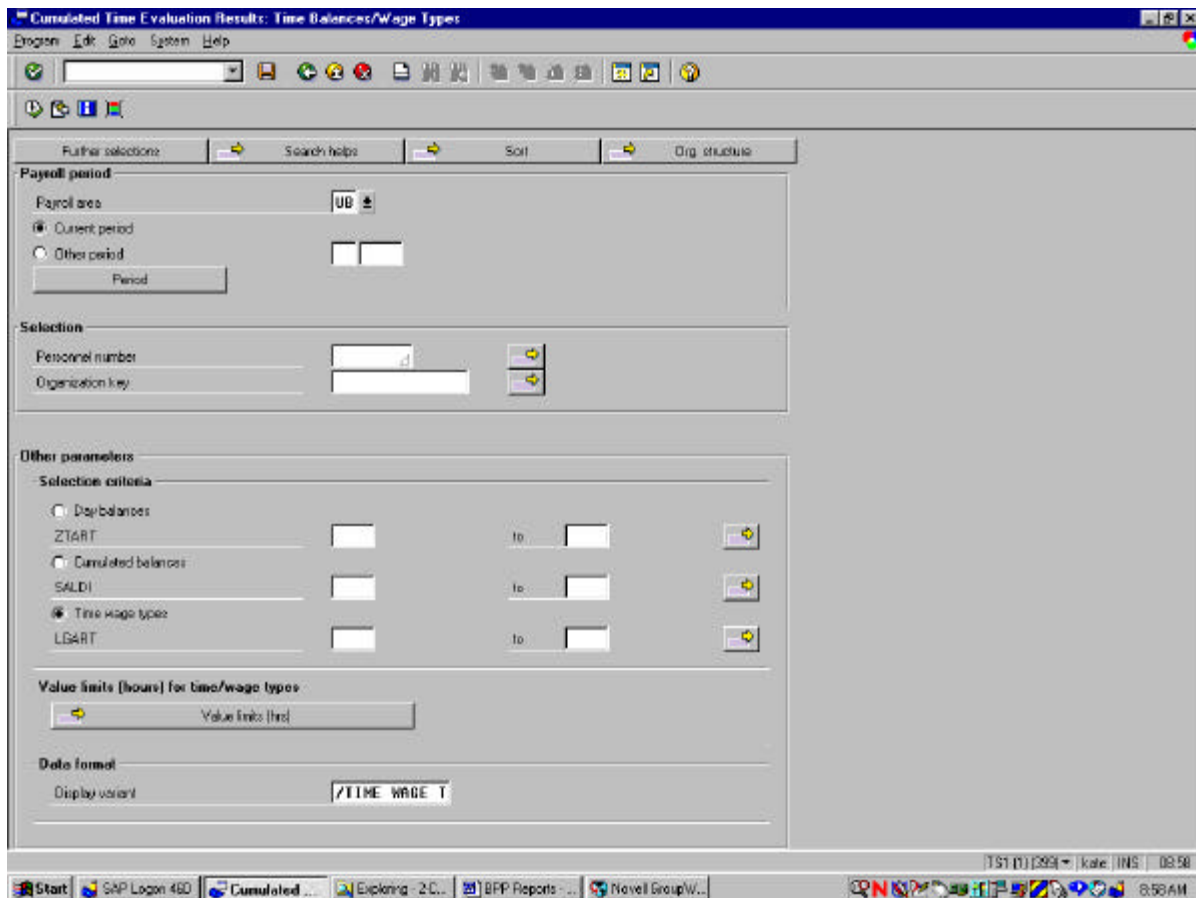
| | |
|-------------------------------------|--|
| Via Standard Menus | Human Resources → Time Management → Administration → Information Systems → Report Selection → Time Accounts PT_BAL00 – Cumulated Time Evaluation Results: Time Balances/Wage Types |
| Via Time Entry Operator Menu | Time Entry Operator → Cumulated Time Evaluation Results |
| Via Transaction Code | PT_BAL00 |
| | |

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When the transaction screen appears, click on the “Get variant icon”,  in the upper left corner and double click on “CUS&/STD TIME” for the Standard Eval Time Type Rpt.

- 2.0 Enter “UB” in the “Payroll Area” if it is not automatically displayed. If you want a report for a prior period, click on “Other Period” and enter the period number and year. (E.g. 14 2002)



The screenshot shows the SAP transaction screen for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Payroll period:** Includes a 'Payroll area' field with 'UB' entered, and radio buttons for 'Current period' (selected) and 'Other period'. There is also a 'Period' input field.
- Selection:** Includes 'Personnel number' and 'Organization key' input fields.
- Other parameters:** Includes 'Selection criteria' with radio buttons for 'Day/balances', 'Cumulated balances', and 'Time wage types' (selected). Below this are 'ZTART', 'SALDI', and 'LGART' input fields, each with a 'to' field and a selection icon.
- Value limits (hours) for time/wage types:** Includes a 'Value limits (hrs)' input field.
- Date format:** Includes a 'Display variant' field with 'TIME WAGE T' entered.

The taskbar at the bottom shows the Start button, SAP Logon 460, Cumulated..., Exploring - 2 C..., BPP Reports..., and Novell GroupW...

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- 2.1 Select a single employee or group of employees.** - Select a single employee by entering the employee's identification number in the "Personnel no." field.

To select a group of employees, enter the employees' Agency, Organization and Distribution Codes in the "Organization key" field. The entry format is "aaa (blank) oooooddd" You can do "wild card" selections by entering an * as one of the org or distribution digits. You can also select employees in multiple org/distribution codes or across a range of org/distribution codes by clicking on the arrow next to the Organization key field.

- 3.0 In the "Other parameters" portion of the screen you can select whether you want to display "Day balances", "Cumulated balances", or "Time wage types". (Time wage types are categories of paid or charged hours.)**

Examples of paid hours are regular work time, overtime, annual leave, comp time used, etc. Examples of charged hours are excess leave earned and comp time earned for FLSA non exempt employees.

The following shows a completed screen where all the employees in agency 100 belonging to any low organization code starting with 04 and any distribution code are selected. The "Time wage types" display feature was also selected.

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The screenshot displays the SAP 'Cumulated Time Evaluation Results: Time Balances/Wage Types' screen. The interface includes a menu bar (Program, Edit, Tools, System, Help) and a toolbar. The main area is divided into several sections:

- Further selections:** Includes buttons for 'Search helps', 'Sort', and 'Org. structure'.
- Payroll period:** Contains a 'Payroll area' dropdown set to 'LB', radio buttons for 'Current period' (selected) and 'Other period', and a 'Period' button.
- Selection:** Includes a 'Personnel number' field and an 'Organization key' dropdown set to '100 B4'.
- Other parameters:**
 - Selection criteria:** Includes radio buttons for 'Day balances', 'Cumulated balances', and 'Time wage types' (selected). Below these are date fields for 'ZSTART', 'SALDI', and 'LGART', each with a 'to' field and a selection icon.
 - Value limits (hours) for time wage types:** Includes a 'Value limits (hrs)' button.
 - Data format:** Includes a 'Display variant' dropdown set to 'TIME WAGE T'.

The bottom status bar shows 'T01 (1) (390)' and 'MSB INS'. The Windows taskbar at the very bottom shows the Start button and several open applications, including 'Cumulated Ti...', 'Time Sheet: Int...', 'BCP Reports - D...', and 'Novell GroupW...'.

3.1 Click the execute icon and the following screen will appear:

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The screenshot shows the SAP 'Cumulated Time Evaluation Results: Time Balances/Wage Types' report. The data is for employee NANETTE MOYAR (Pers. no. 115324) for the period 07/08/2002 to 07/19/2002. The report displays a table of wage types and their corresponding hours.

| Period | Orgkey | Pers.no. | Employee/Job name | Current date | Wage type/det. | Number | Wage type |
|--------|----------------|----------|-------------------|--------------|------------------|-------------|-----------|
| 200214 | 100.041.000000 | 115324 | NANETTE MOYAR | 07/08/2002 | Regular Pay | 8.00 | 1200 |
| | | 115324 | | 07/09/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/10/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/11/2002 | Regular Pay | 2.50 | |
| | | 115324 | | 07/12/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/15/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/16/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/17/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/18/2002 | Regular Pay | 8.00 | |
| | | 115324 | | 07/19/2002 | Regular Pay | 8.00 | |
| | | | | | 74.50 | 1200 | |
| | | 115324 | | 07/11/2002 | Annual Leave Pay | 5.50 | 1251 |
| | | | | | 5.50 | 1251 | |
| | | | | | 80.00 | | |
| | | | NANETTE MOYAR | | | | |
| | 100.042.000000 | 111058 | BETTY FRENCHWOOD | 07/08/2002 | Regular Pay | 8.00 | 1200 |
| | | 111058 | | 07/09/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/10/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/11/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/12/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/15/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/16/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/17/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/18/2002 | Regular Pay | 8.00 | |
| | | 111058 | | 07/19/2002 | Regular Pay | 8.00 | |

This screen shows the hours the employee will be paid. For example, Nanette will be paid 74.5 hours of regular work time and 5.5 hours of annual leave. Other non-paid types of time are also displayed. These non-paid time wage types include: 1) Comp time earned by certain employees and Excess leave earned are included because charges are made to the comp/excess leave pools based on these hours; and 2) Leave without pay that counts toward annual and sick leave accrual are included so the system can accrue the proper leave amounts.

3.2 To view a summary of “Time Type” hours select the “Cumulated balance” in the Other parameters” area and select the “Display

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variant” “CUS&TIMEWAGETY” for the Standard Time Wage Type Report. After making your selections, click on the execute icon, the little clock, in the upper left corner and the following summary of cumulated balances will appear:

| Period | Orgkey | Pers.no. | Employee name | TimeType | TimeTypeTest | Number | ESgrp |
|--------|-------------|----------|------------------|----------|-------------------|--------|---------------------|
| 200214 | 10004100000 | 118306 | KIM THORNE | 9010 | Attendance (UT) | 80.00 | ExJ H=80 CompOnly-1 |
| | | | | 9010 | | 80.00 | |
| | | 118306 | | 9050 | Paid/Accrual (UT) | 80.00 | ExJ H=80 CompOnly-1 |
| | | | | 9050 | | 80.00 | |
| | | 117559 | LYNN VELLINGA | 9010 | Attendance (UT) | 80.00 | ExJ H=80 CompOnly-1 |
| | | | | 9010 | | 80.00 | |
| | | 117559 | | 9050 | Paid/Accrual (UT) | 80.00 | ExJ H=80 CompOnly-1 |
| | | | | 9050 | | 80.00 | |
| | | 115324 | NANETTE MOYAR | 9010 | Attendance (UT) | 74.50 | NEJ H=40 COT-1.5 |
| | | | | 9010 | | 74.50 | |
| | | 115324 | | 9020 | Absence (UT) | 5.50 | NEJ H=40 COT-1.5 |
| | | | | 9020 | | 5.50 | |
| | | 115324 | | 9050 | Paid/Accrual (UT) | 80.00 | NEJ H=40 COT-1.5 |
| | | | | 9050 | | 80.00 | |
| | 10004200000 | 111058 | BETTY FRENCHWOOD | 9010 | Attendance (UT) | 80.00 | NEJ H=40 COT-1.5 |
| | | | | 9010 | | 80.00 | |
| | | 111058 | | 9050 | Paid/Accrual (UT) | 80.00 | NEJ H=40 COT-1.5 |
| | | | | 9050 | | 80.00 | |
| | | 131207 | CAROLINE THOMAS | 9010 | Attendance (UT) | 80.00 | NEJ H=40 COT-1.5 |
| | | | | 9010 | | 80.00 | |
| | | 131207 | | 9050 | Paid/Accrual (UT) | 80.00 | NEJ H=40 COT-1.5 |
| | | | | 9050 | | 80.00 | |
| | | 138950 | DOUGLAS KING | 9010 | Attendance (UT) | 80.00 | ExJ H=80 CompOnly-1 |
| | | | | 9010 | | 80.00 | |

This screen lists all the employees that met your selection criteria and a summary of their hours by time type.

Attendance – work time entered in CATS or automatically defaulted from the employees work schedule. (Time Type 9010)

Absence Hours – absence time entered in CATS (Time Type 9020)

Total Paid Hours – Total of the paid attendance and paid absence hours (Time Type 9050)

The “Employee subgroup” text is also displayed. The text is an abbreviated description of the employees’ FLSA status and overtime or comptime rule. For

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example, NEx / H > 40 C/OT – 1.5 means FLSA non-exempt and hours worked greater than 40 are compensated by comptime or overtime at time and a half.

- 3.3 If you want to see the time by day, go back to the selection screen and select the “Day balances” in the ‘Other parameters” “Selections criteria” portion of the screen. Then click on the execute icon and the following screen will appear:**

| Period | Orgkey | Pers.no. | Name | Date | TimeTyText | Number | TimType | ESupp |
|--------|---------------|----------|--------------|------------|------------------|--------|---------|-----------------------|
| 200214 | 100 041 00000 | 118306 | KIM THORNE | 07/08/2002 | Attendance (UT) | 8.00 | 0010 | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/09/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/10/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/11/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/12/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/15/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/16/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/17/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/18/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/19/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |
| | | | | | | 80.00 | 0010 | |
| | | 118306 | | 07/08/2002 | PaidAccrual C... | 8.00 | 0050 | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/09/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/10/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/11/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/12/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/15/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/16/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/17/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/18/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | 118306 | | 07/19/2002 | PaidAccrual C... | 8.00 | | Ex J H=80 Comp Only-1 |
| | | | | | | 80.00 | 0050 | |
| | | 117558 | LYNN VELL... | 07/08/2002 | Attendance (UT) | 8.00 | 0010 | Ex J H=80 Comp Only-1 |
| | | 117558 | | 07/09/2002 | Attendance (UT) | 8.00 | | Ex J H=80 Comp Only-1 |

- 4.0 You can select specific “time types” by entering the type codes in the areas to the right of the radial buttons “Day balances” or “Cumulated balances”. You must also select /ALLTIMETYPE as the “Display variant” for Day or Cumulated balances.**

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The following is a list of *time types* that may be of interest:

- 9010 Attendance – manual & automatic attendance entries
- 7701 Autopaid hours – automatic attendance entries
- 9020 Absence – all paid absences
- 7091 Quota Maint Annual – annual leave accrual
- 7092 Quota Maint Sick – sick leave accrual
- 7093 Quota Maint Conv Sick – converted sick leave accrual
- 7095 Quota Maint Comp – comp time leave accrual
- 7096 Quota Maint Excess – excess leave accrual
- 7008 Flextime (prev. per) – plus or minus difference between scheduled and actual paid time for the first pay period in a four week overtime cycle. (Applies only to employees who are on a four week overtime base)

Note: There are many other time types in addition to the ones listed above that the system uses to process time. However, those listed are of more general interest and easier to understand than the unlisted time types.

5.0 You can select specific “Time wage types” by entering the type codes in the areas to the right of the radial button “Time wage types”. You must also select /ALTIMWAGET as the “Display variant”.

Here is a list of *time wage types* that the system converts to dollar values when the hours associated with these time wage types are processed in payroll:

- 1200 Regular working time – work hours from time type 9010
- 1205 Overtime paid at straight time rate
- 1206 Overtime paid at time and ½ rate
- 1212 Shift Differential Pay 1 - \$0.30 per hour
- 1213 Shift Differential Pay 2 - \$0.60 per hour
- 1214 Shift Differential Pay 3 - \$0.90 per hour
- 1215 Shift Differential Pay 4 - \$0.45 per hour
- 1216 Shift Differential Pay 5 - \$0.75 per hour
- 1250 Holiday paid
- 1251 Annual Leave Paid
- 1252 Sick Leave Paid
- 1253 Comp time Paid
- 1264 Other Leave – all administrative leave
- 1265 Converted Sick Leave Paid
- 1266 Excess Leave Paid
- 1267 Comp Earned – comp time earned that is charged to leave pool

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1268 Comp Additive – percent of comp earned also charged to pool
 1269 Excess Earned – excess time earned charged to leave pool
 1270 Excess Additive – percent of excess earned charged to pool
 1297 Excess Pay Down
 1298 Comp time Pay Down

6.0 The “Value limits (hours) for time/wage types” is not used at this time.